

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: March 25, 2013
Time: 4:00
Location: Central Library Board Room

TRUSTEE ROLL CALL:

Present: Fenner Brown, Bruce Caple, Lisa Godfrey, Cheryl TenBrink, James VanderRoest, and Valerie Wright.

Absent: Robert Brown

CALL TO ORDER:

President TenBrink called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS
None.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

Ayshhyah Khazad, 710 Collins St., Apt. 1202, addressed the Board concerning the level of noise at Central Library. He told board members young children throw temper tantrums in the rotunda. Once security addresses the noise issue the children quiet down for a short time before becoming loud once again. A. Khazad said that he had raised this issue at the City Commission meeting and City Commissioner Don Cooney suggested having computers for parents and guardians to use in the Children's Room. A. Khazad brought this suggestion to Children's Room staff who told him a deliberate decision had been made to only allow children to use the computers in the Children's Room. He asked that the Board reconsider this decision in order to cut down the noise made by young children on the second floor of the library.

Director Rohrbaugh suggested a report could be brought back to the next Board meeting on this issue.

III. CONSENT CALENDAR

- A. *Minutes of the Board Meeting of January 28, 2013*
- B. *Personnel Items (none)*

IV. FINANCIAL REPORT

- A. *Financial Reports for the Month Ending February 28, 2013*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending February 28, 2013.

Discussion: J. Vander Roest noted a considerable amount of income from taxes had been collected but that the library was still awaiting money from Kalamazoo Township. Director Rohrbaugh said a budget adjustment would be necessary in the future to account for the work done by Griffin Pest Solutions following the bed bug incident. She also drew attention to the \$108,000 market value growth of the endowment fund during the month of January.

MOTION: J. VANDER ROEST MOVED AND B. CAPLE SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING FEBRUARY 28, 2013.

MOTION CARRIED 6-0.



V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. *Child Safety Policy*

Recommendation: Director Rohrbaugh recommended the Board approve the “Child Safety Policy” to replace the “Unattended Children Policy”.

Executive Summary: This recommended policy emphasized safety, rather than “unattended children” to reflect changes in society since the original policy was approved twenty years ago. There was also a need to more clearly define the term “caregiver” – someone who was able to attend to the child’s safety and insure appropriate behavior. Based on experience, the library also increased the age from five to six at which children may be left alone with a caregiver elsewhere in the building.

This policy was effective upon board approval.

Discussion: Director Rohrbaugh told trustees management was deliberately reviewing Board approved policies that had not been reviewed and updated in a number of years. She said the proposed “Child Safety Policy” would replace the “Unattended Children Policy”. Changes within the policy reflect changes in society with a greater emphasis on the safety of children in the library. The revised policy was clearer on the definition of caregiver and the age of children who could be left unaccompanied by a caregiver in the Children’s Room was changed from five to six.

L. Godfrey asked if the dates of when the policy had been approved and revised would continue to be shown on the policies once the formatting had been changed. Director Rohrbaugh explained that the policies were going to be reformatted and the historical information about when the policy had been accepted, effective, and revised would be at the bottom of the page rather than the top.

B. Caple asked if any committee had reviewed this policy prior to the meeting. Director Rohrbaugh answered it had not been reviewed by a committee but that S. Warner and K. King had been the staff members revising this policy and that the recommended draft brought to the Board had been reviewed by the Management Team.

MOTION: L. GODFREY MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT THE “CHILD SAFETY POLICY”.

MOTION CARRIED 6-0.



B. Equal Employment Opportunity Policy and Anti-Harassment Policy

Recommendation: Director Rohrbaugh recommended the Board approve the “Equal Employment Opportunity Policy” and “Anti-Harassment Policy” to replace the current policies adopted in March 1994.

Executive Summary: Both of the policies were revised to eliminate redundancy, for clarity, and to reflect changes – for example, HIV/AIDS is now considered a disability and not singled out in EEO policies.

The library has also included the procedures for implementation of an anti-discrimination claim within the policy rather than in a separate document. This follows the model of other institutions and will be clearer to staff who might have an issue.

The policies were reviewed by the Personnel Committee and came to the full board with committee support.

Upon board approval, these policies would be effective immediately and would be formatted in the consistent style to which the library was moving as all policies were revised and reviewed. They would also become the basis for staff training to be carried out over the next few months.

Discussion: Director Rohrbaugh said it had been awhile since these policies had been reviewed. She explained changes would eliminate redundancy and the procedure for dealing with harassment claims had been included within the anti-harassment. Both policies were reviewed and supported by the personnel committee. Director Rohrbaugh said the policies would be put in final form upon approval with the history included.

J. Vander Roest told other Board members he was in favor of adopting the revisions to the policy but that he worried about patrons being spelled out in the policy when salesmen and vendors could be just as bad or worse when it came to harassment. He said he did not want to hold up the current recommendation but wanted to propose new language that made it more explicit that this policy applied to conduct by or directed at any person in the library, not just employees.

F. Brown asked about HIV/AIDS no longer being covered under the EEO Policy. T. New said that when this policy was first written HIV/AIDS was a newer medical condition but that it is now grouped with other illnesses, such as cancer. J. Vander Roest confirmed HIV/AIDS was covered by ADA. Director Rohrbaugh clarified with J. Vander Roest that if the policy was approved at the meeting, she would approach the Personnel Committee again with revised language to be brought to the next meeting. J. Vander Roest said this is what he was suggesting if library management found his suggested language appropriate. B. Caple asked if the Board should delay a decision on the policy. J. Vander Roest said he would like to see the Board adopt what was before them today to get an updated policy in place and consider the revised language separately.

MOTION: V. WRIGHT MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE “EQUAL EMPLOYMENT OPPORTUNITY POLICY” AND THE “ANTI-HARASSMENT POLICY”.

MOTION CARRIED 6-0. 

REPORTS:*C. ONEplace@kpl Update – Thom Andrews*

Report: Director Rohrbaugh introduced T. Andrews, director of ONEplace@kpl. T. Andrews said he had been at the library about nine months and from the beginning it was clear to him that he was inheriting a great and very well run program. His first priority was to keep the service running with the high quantity and quality of programs offered. He said ONEplace@kpl was on track to offer approximately 130 programs to 1,400 participants, which was consistent with previous years, and evaluations completed following webinars and workshops which asked respondents how satisfied they were had very favorable responses.

T. Andrews talked about changes that had been instituted to the website with the development of ONEpages. He gave Board members a handout that is distributed about ONEplace@kpl by the library and major donors with information about ONEpages on the back. He explained website use had risen significantly since these were developed. T. Andrews also said that ONEplace had been utilizing a new database for tracking and communicating with patrons. This allowed for the continued biweekly e-newsletters to be sent out as well as emails that targeted specific groups of people based on their past interest.

T. Andrews said in the upcoming year they would be experimenting with further segmentation of the database to target specific audiences about specific types of events. He also said ONEplace planned to offer more programs on leadership pointing out the second ONEplace Leadership Academy was underway. ONEplace was offering a series on leadership with approximately one workshop a month focusing on different topics including budget management, group decision making, and effective meeting practices, as well as, some more intangible aspects of leadership including building trust on teams and thinking about your long term mission.

T. Andrews talked about the ONEplace's distribution model and how it was generally a school model with patrons being required to come to them for information. He said there were people who were unable to get to the library at the time programs were offered and that ONEplace would be opening up distribution channels online through ONEpages and also experimenting with the way Linked IN could benefit the work ONEplace does. T. Andrews mentioned a number of collaborations ONEplace had been able to establish in the Kalamazoo area.

The library is a major supporter of ONEplace through in-kind support and the major financial contributors are the I.S. Gilmore Foundation and the Kalamazoo Community Foundation. T. Andrews said he met quarterly with each of these foundations and was also beginning to meet with funders from other local foundations to ensure funding and support. He said he has people approach him on a daily basis and thank him for the information they have gained through ONEplace.

Discussion: F. Brown mentioned that he had wondered about opportunities for people who weren't available until after 5:00. He asked what they had in mind for after hours offerings. T. Andrew said ONEplace was beginning to schedule programs closer to the beginning and end of the day since most ONEplace programming had historically taken place around noon or shortly after. He said they would also be expanding its online presence thinking about what could be downloaded or created for the website. L. Godfrey asked if ONEplace was doing anything with low profit corporations. T. Andrews said ONEplace had little contact with LC3s. He said there

had been more activity with this on the east side of the state but he hasn't seen any entities set up this way here. Director Rohrbaugh mentioned that staff from the Herrick District Library and non-profit community in Holland had recently visited KPL to learn about how ONEplace functioned as they considered setting up a similar nonprofit management support center.

Disposition: Trustees thanked T. Andrews for his report.

D. Legislative Report

Report: D. Schiller said most issues being talked about in the legislature were broader than those that might affect the library directly. She said she had gone to a Michigan Treasurer's Association/Government Finance Officers conference that had given her a preview of what was being planned for Personal Property Tax. A legislative workgroup was working to clarify and develop additional bills to define some of the mysteries in the Personal Property Tax bills from last year, such as, the small business exemption. She said that during the summer the legislature would be coming up with details for how municipalities would measure their loss as a result of Personal property Tax not being collected. This is especially important for those municipalities which are eligible for reimbursement following a 2% loss. More information will be available on these issues as the year progresses.

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

A. Finance and Budget Committee—no report.

B. Personnel Committee—V. Wright said the committee had met to discuss two of the policies previously approved in the meeting. She mentioned that the Director's Annual Evaluation had been distributed and that Board members should complete this and return it to her at the April Board meeting.

C. Fund Development and Allocations Committee—no report.

D. Director's Building Advisory Committee—Director Rohrbaugh said the committee had met with architect S. Penschansky when he had last visited. He was finalizing plans this day and was working on the bid documents with the hope that these documents would be finalized by mid-April. Director Rohrbaugh said she hoped to bring a recommendation for awarding a bid to the May Board meeting.

L. Godfrey asked when the renovations may begin if Director Rohrbaugh's estimated schedule were to transpire. She said she would hope that the construction could begin shortly after the bid was awarded. Construction in the Children's Room would not be able to happen until after the rearrangements were completed in the CAMP and Circulation areas plus Children's Room staff would prefer to start the construction after Summer Reading Games had been completed. She said this would all depend on the contractor's plans and how soon they would be available to start.

V. Wright said she had been pleased with some of the tweaks made to the plans presented at this most recent meeting, especially the changes made to the copy alcove space behind the reference desk. Director Rohrbaugh said the entry way to the local history room was

still being discussed and decided upon. She said there was also a big emphasis on reusing furniture, shelving, and carpet instead of buying new with this project.

VII. OTHER BUSINESS

A. Director's Report

Presentation: Director Rohrbaugh drew attention to the library schedule attached to the back of the Director's Report saying the only date that fluctuated much on this schedule was staff day. The library will have staff day earlier this year. Director Rohrbaugh highlighted item seven saying the survey committee would meet on April 16th with Dr. Whitney Gunter from the Kercher Center to discuss the survey results which would be followed by a report to the full Board at the April Board meeting. The final challenge for the Global Reading Challenge will be held on Monday evening April 22, following the April Board Meeting. She mentioned that the library was in its final week of Reading Together and that the event with Brooke Gladstone would be on April 2nd.

Disposition: J. Vander Roest asked if there was a reason for having staff day earlier this year. T. New said the library hoped to have emergency training on staff day and would like to complete this as soon as possible. L. Godfrey mentioned Brooke Gladstone's book was housed in the teen area being a graphic novel. She wondered if visiting the teen area might be a new experience for some of the library's adult patrons. Director Rohrbaugh said it may also be a new experience for some patrons to read a graphic novel. J. Vander Roest asked Director Rohrbaugh about item twenty and how long the library would be able to keep the digital information from the new cameras. Director Rohrbaugh said she did not know but that she would ask S. Lindemann and forward on her response to Board members. V. Wright commented about item eleven asking if 225 attendees to First Saturday@kpl was average or high. Director Rohrbaugh said this was high and S. Warner added attendance was generally high when KPS was a partner.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- B. Caple said he had used Freegal and that the search function was not welcome as M. Cockrell had said during his report at the previous Board meeting.
- F. Brown asked what the library offered through its partnership with the Kalamazoo Literacy Council. Director Rohrbaugh said KLC was setting up collections of books around town and that the Powell Branch housed one of the collections and other branches may also hold collections in the future. She said many tutors and students met at the library for their lessons and that the library would refer people who had questions about adult literacy to the KLC. K. King said the Powell Branch was a Community Literacy Center. This involved the collection already mentioned by Director Rohrbaugh and special staff training. F. Brown said he had recently attended a session with Michael Evans as a part of Leadership Kalamazoo. He said he thought each location should be equipped with the tools and resources to help adults who struggle with reading. Director Rohrbaugh said the library was very conscientious of these needs in the community and K. King said the training at Powell was going to be expanded to other locations. L. Godfrey said she remembered staff being involved with KLC. Director Rohrbaugh said A. Enyedi and J. Breeding used to be rather involved through

their positions at the library and she believed A. Enyedi was still very involved personally though she was no longer the president of the Board. Director Rohrbaugh said the room rental fee for meeting rooms was waived and E. Cloyd said a Read-A-Thon to benefit KLC would be held in the Van Deusen Room the following Saturday. J. Vander Roest asked if referring someone with issues reading to the library was the correct thing to do. Director Rohrbaugh said this was and after a reference interview the person may be referred to the Kalamazoo Literacy Council for more help.

- J. Vander Roest said he enjoyed Amy Waldman's visit and he was looking forward to Brooke Gladstone's visit. He commended the staff responsible for Reading Together saying the programming was very interesting and he wished he could attend more of the events. Director Rohrbaugh said she would ask K. Santamaria to give a follow-up report at the April board meeting if she was available saying approximately 400 people had attended the Amy Waldman visit. J. Vander Roest asked if the survey results had been compiled. F. Howe said overall the survey results were very positive and that the information had been given to K. Santamaria to be folded into the final report.
- President TenBrink said she had attended the one year anniversary of First Saturday@kpl. She and her husband had also completed the online survey for the library and looked forward to receiving the results. She attended one of the first grade visits at the Washington Square Branch and was happy to see the last visits of the year happening soon at Central Library.

X. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 5:00 p.m.

X

Fenner Brown
Secretary